



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Chris Christie  
*Governor*  
Kim Guadagno  
*Lt. Governor*

Robert M. Czech  
*Chair/Chief Executive Officer*

**SUPPLEMENTAL AGENDA OF REGULAR MEETING OF  
THE CIVIL SERVICE COMMISSION  
FEBRUARY 8, 2012**

**Robert M. Czech, Chairperson**  
**Robert E. Brenner**  
**Thomas J. Perna**  
**Richard E. Williams**

**SECTION B – MISCELLANEOUS MATTERS**

- B-49** The Division of State and Local Operations requests the consolidation of various Word Processing Operator local government titles within Occupational Group 20 (Clerical Occupations).

**MEMORANDUM**

DATE: January 27, 2012  
TO: Civil Service Commission  
FROM: Kenneth Connolly, Director  
State and Local Operations  
SUBJECT: Change in State Classification Plan

**LOCAL GOVERNMENT– WORD PROCESSING OPERATOR SERIES**  
**TITLE CONSOLIDATION INITIATIVE**

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 20 (Clerical Occupations), specifically those titles having word processing responsibilities. This consolidation will provide local jurisdictions with the flexibility needed to more efficiently meet their responsibilities, while also providing employees with enhanced career advancement opportunities.

Titles possessing similar duties, responsibilities and experience requirements were identified to determine the practicality and appropriateness of title consolidation. The result of this review indicates three (3) titles may be consolidated, and one (1) may be made archaic, within the current Word Processing Operator series.

The revised series will be incorporated into the Keyboarding Clerk series to more appropriately represent the type of work performed by incumbents. This function has evolved over time to include the use of keyboard equipment to input/retrieve information on a desktop or other computer, replacing antiquated technology such as a typewriter or word processor.

The definitions, requirements, knowledge, skills and abilities sections of the title specifications have been modified to accommodate the proposed title consolidation. As a result, the proposed title specifications are broader and more general, allowing for greater flexibility across jurisdictions.

The title series will be numbered in accordance with current practices, with the numerical suffix "1" representing the lowest level (entry level) to "4" representing the highest level (supervisory level).

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

Civil Service Commission  
January 27, 2012  
Page 2

- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.
- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with the exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon the disposition of the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.
- Where it is found that an employee's movement from a noncompetitive title to a competitive title could have been effectuated via promotional examination procedures *before* any title consolidation impacting the employee's title, the Division of Selection Services will announce a promotional examination, regardless of whether or not the movement *after* the consolidation still constitutes a promotional movement. Similarly, where an employee was previously classified in a competitive title, but, as a result of a title consolidation, is cross-walked into a noncompetitive title, the Division of Selection Services will process any future promotional movements based on the employee's competitive title *before* the title consolidation without regard to whether or not the employee's present noncompetitive title is approved to promote to a competitive title.

Local Appointing Authorities have been given the opportunity to review this proposal and all articulated issues have been reviewed and resolved.

The changes will become effective at the beginning of the first pay period following Commission approval of these actions.

Civil Service Commission  
January 27, 2012  
Page 3

**TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:****FROM:**

Word Processing Operator  
05487 Career (C) Local

Senior Word Processing Operator  
05713 Career (C) Local

**TO:**

Keyboarding Clerk 2  
03256@ Career (C) Local

Keyboarding Clerk 3  
02781 Career (C) Local

**TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:****FROM:**

Principal Word Processing Operator  
07694 Career (C) Local

**TO:**

Keyboarding Clerk 4  
03864@ Career (C) Local

**TITLE TO BE MADE ARCHAIC:**

Supervising Word Processing Operator  
07695 Career (C) Local

KC/JM/BP/LR

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**ACTION:**

**B-50** The Division of State and Local Operations requests the inactivation of 12 titles used by various local government jurisdictions.



## MEMORANDUM

DATE: January 25, 2012

TO: Civil Service Commission

FROM: Kenneth Connolly, Director  
State and Local Operations

SUBJECT: Change in the Classification Plan

### LOCAL GOVERNMENT TITLES

The Division of State and Local Operations requests the inactivation of twelve (12) titles used in various local government jurisdictions.

This action is requested to comply with Civil Service Commission goals of title reduction of unnecessary titles.

The titles are unencumbered. These titles had previously been created to fill specific needs; as the positions have become vacated, those needs no longer exist. As such, there are no plans for future use of these titles. We have notified local Appointing Authorities of our plans to inactivate, and have provided them with the opportunity to review and comment.

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.
- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with the exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon the disposition of the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.

- Where it is found that an employee's movement from a noncompetitive title to a competitive title could have been effectuated via promotional examination procedures *before* any title consolidation impacting the employee's title, the Division of Selection Services will announce a promotional examination, regardless of whether or not the movement *after* the consolidation still constitutes a promotional movement. Similarly, where an employee was previously classified in a competitive title, but, as a result of a title consolidation, is cross-walked into a noncompetitive title, the Division of Selection Services will process any future promotional movements based on the employee's competitive title *before* the title consolidation without regard to whether or not the employee's present noncompetitive title is approved to promote to a competitive title.

The effective date of these actions will be the first pay period that follows the Commission's approval of the action.

#### **TITLE INACTIVATIONS**

Administrative Analyst/Senior Auditor  
06128 Competitive Local

Animal Control Officer/Traffic Maintenance  
Worker  
07650 Competitive Local

Asst. Municipal Parks Superintendent/Asst.  
Superintendent of Public Property  
06961 Competitive Local

Asst. Municipal Parks Superintendent/Asst.  
Superintendent of Recreation  
06779 Competitive Local

Building Subcode Official/Electrical  
Inspector  
07031 Competitive Local

Chief Sewage Plant Operator/Chief Sewage  
Plant Repairer  
05918 Competitive Local

Construction Inspector/Supervisor Repair  
And Maintenance  
07840 Competitive Local

Equipment Operator/Inspector Mosquito  
Extermination  
06649 Competitive Local

Land Surveyor/Principal Engineering Aide  
07442 Competitive Local

Mechanic/Storekeeper Automotive  
07827 Competitive Local

Senior Sewer Repairer/Senior Water Meter  
Repairer/Senior Water Repairer  
05739 Competitive Local

Sewage Plant Attendant/Sewer Maintenance  
Worker  
06077 Competitive Local

KC/JM/GS

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**ACTION:**

- B-51** The Office of Legislature Services requests the establishment of new unclassified titles. In accordance with *N.J.S.A. 11A:3-4c*, State Unclassified Service, employees in Legislative Branch of State Government shall be in the unclassified service.



## MEMORANDUM

DATE: January 26, 2012  
TO: Civil Service Commission  
FROM: Kenneth Connolly, Director  
State and Local Operations  
SUBJECT: Change in the Classification Plan

### LEGISLATURE

The Office of Legislative Services (OLS) requests the establishment of the following new Unclassified title.

In accordance with *N.J.S.A. 11A:3-4(c)*, employees in the Legislative branch of State government shall be in the unclassified service.

The use of these titles will be restricted to OLS.

### CREATE TITLE EFFECTIVE: DECEMBER 31, 2011

Assistant to the Director, OLS (Unclassified) (NL) X-98

KC/JM/BP

**ACTION:**

**B-52 TONYA COLEMAN**

The appeal of Tonya Coleman, a Human Services Assistant with Ancora Psychiatric Hospital, Department of Human Services, of two removals effective February 16, 2010, on charges, was heard by Administrative Law Judge Edward J. Delanoy, Jr., (ALJ), who rendered his initial decision on December 5, 2011. At its meeting on January 25, 2012, the Civil Service Commission (Commission) adopted the ALJ's recommendation to uphold the appellant's removal. However, the Commission found it necessary to address the exceptions and cross exceptions filed by the parties. The proposed final decision is now submitted for the Commission's review.

**ACTION:****B-53 PROPOSED AMENDMENTS: *N.J.A.C.* 4A:2-2.3 AND 2.5 AND 4A:4-2.11 (NEW JERSEY RESIDENCY)**

Submitted for the Commission's approval is a Notice of Adoption of proposed amendments to *N.J.A.C.* 4A:2-2.3 and 2.5 and 4A:4-2.11, regarding New Jersey residency. These amendments would change civil service rules in light of the recently enacted New Jersey residency law that went into effect on September 1, 2011. See P.L. 2011, c.70. An employee appointed on or after September 1 must be a New Jersey resident. If a non-resident employee appointed on or after that date still hasn't obtained a principal New Jersey residence within one year, and has not received an exemption from the residency requirement, this would be a cause for discipline, and an appointing authority would be able to suspend the employee immediately as being unfit for duty. Additionally, the Commission and civil service appointing authorities would have to utilize a different set of standards for determining New Jersey residency than the standards now used for determining residency for local government. Two comments were received during the public comment period that do not necessitate any change upon adoption. Therefore, it is recommended that this proposal be adopted without change.

**ACTION:**



**B-54 PAID LEAVE BANK PILOT PROGRAM**

The Chairperson, Civil Service Commission recommends the establishment of a Pilot Program to allow all Executive Branch State employees who are not represented by a collective negotiations agent and those represented State employees subject to various Memoranda of Agreements to utilize any remaining paid leave bank days through December 31, 2012.

**ACTION:**